

RAPPORT HEBDOMADAIRE

DATE : DU 28/04/2025 AU 02/05/2025

DE : DOMITILA NDEKE

A-) OBJECTIFS DE LA SEMAINE

1. Continue with marketing training
2. Get an agent for office location
3. Onboard new sales agent
4. NITA application

B-) TRAVAUX RÉALISÉS

Continue with marketing training

- Made calls and sent emails to several prospects.
- Made follow ups on existing prospects

Get an agent for office location

- Talked to 3 agents, who are looking for office spaces in Riverside and upper hill as advised by DG

Onboard new sales agent

- On boarded Diana and started on making contacts to prospects

NITA application

- All documents are submitted. Karen has started working on the submitted documents

C-) PROBLÈMES À SIGNALER ET COMMENTAIRES GÉNÉRAUX

- Not able to access teams on the work laptop. Microsoft pin for the laptop requested.

D-) FOCUS DE LA SEMAINE SUIVANTE

1. Follow up on leading prospects
2. Follow up on NITA with Karen
3. Ensure Diana is fully settled